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21 OCT 1974

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy to the DCI for the Intelligence
Community
Deputy to the DCI for the National
Intelligence Officers
Executive Secretariat

SUBJECT : Imprinted Stationery

1. The subject of Agency imprinted stationery was under serious discussion some months ago, but little resolution of the matter was obtained. I should like to reopen the matter and present some proposals to addressees.

2. In resurrecting the matter, I established the following guidelines which appear to me to be reasonable. As it pertains to stationery used for external correspondence, the basic letterhead should be used by all components of the Central Intelligence Agency; and within those parameters, the only specifically imprinted stationery should be for the Office of the Director. It also seemed appropriate to have something a bit more attractive and modern in format than straight black block printing on white paper.

3. Accordingly, at Tab A will be found for your consideration a new recommended format which is imprinted for "Office of the Director."

4. Bearing in mind that the operations of Gen. Wilson and Mr. Carver are in a supporting relationship to the DCI as opposed to the Executive Head of the Central Intelligence Agency, it appeared reasonable to consider a variation in the standard format. Accordingly, at Tab B will be found a recommended imprinted stationery for both the ICS and NIO units.

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5. Realizing a need for some type of informal stationery for internal usage, and the desirability of trying to differentiate between messages for "Information" and "Action" which we all receive, there is at Tab C alternatives. Each of the two alternatives would come out in an "Action" issue in red and "Information" issue in blue. Because this is for internal use within the Agency, these new papers would be imprinted not only for the four Directorates but also for the Office of the DCI as well as ICS and NIO.

6. I would be pleased to receive your comments.




John F. Blake
Deputy Director
for
Administration

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Attachments: Tabs A-C

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